



GOVERNMENT OF PAKISTAN
COLLECTORATE OF CUSTOMS APPRAISEMENT-WEST
CFS (NLC) DRYPORT, THOKAR NIAZ BAIG, LAHORE.



C. No. 01/GL-153/App-West/2025-26/495

Dated:- 12-05-2026

INVITATION TO BID

The Collectorate of Customs Appraisement (West), Lahore invites sealed bids from the authorized distributors, firms, suppliers and contractors registered with Sales Tax / Income Tax who are on active taxpayer list (ATL) of FBR for supply of the "Stationery Items".

| | |
|---------------------------------|--|
| Name of Procuring Agency | Collectorate of Customs Appraisement (West), Lahore |
| Method of Procurement | Single Stage – One Envelope |
| Title of Procurements | Purchase of Stationery Items |
| Contact No. | General Branch Ph: 0322-7626094 |

Terms & Conditions

- Interested and eligible firms must submit their application online on PPRA's e-PADS portal by _____ or within 15 days of the advertisement's publication on PPRA's website, whichever is later. No bid shall be entertained after given cut of date and time.
- Only GST/NTN registered firms from Lahore Division are eligible to submit their bids on e-PADS.
- Attested copies of Sales Tax Registration and NTN must be attached with the bid along with an affidavit of non-blacklisting on Judicial Stamp Paper.
- The quoted rates must be inclusive of all applicable duties / taxes.
- Earnest money / bid security amounting to Rs. 76,000/- (refundable) in shape of pay order in favor of the Collector, Collectorate of Customs Appraisement (West), Lahore should be enclosed with the bid. Any bid which is not accompanied by the earnest money / bid security at the time of opening of bid shall be rejected.
- Samples of the each stationery article mentioned in the bid document must be accompanied with the bid for evaluation by the Purchase Committee.
- All items will have to be supplied strictly as per specifications mentioned in the tender form within 10 days of the issuance of purchase order with the standards of quality. Failure to do so will result in the forfeiture of the earnest money, and the supply order shall stand cancelled.
- Procuring agency reserves the right to accept/reject bids or modify quantities. In case of rejection, the procuring agency shall communicate the bidder for its rejection, but is not required to justify grounds for rejection.
- Payment will be made after receipt of all the items mentioned in the supply order.

(AQSA ABBASI)
Deputy Collector (HQ)
Ph# 042-99232405



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FORM OF BID

In pursuance of tender notice issued vide C. No. 01/GL-153/App-West/2025-2026/495 dated 12/5/26, also published on PPRA's e-PADS vide Tender No. _____ dated _____, the Collectorate of Customs Appraisement (West), Lahore invites sealed bids from the authorized distributors, firms, suppliers and contractors registered with Sales Tax /Income Tax Departments who are on active tax payer list (ATL) of FBR, for supply of the following "Stationery Items" during the current financial year 2025-26.

Details of Stationery Articles:-

| STATIONERY ARTICLES | | |
|---------------------|---|--|
| Sr. No. | Name of Items & Specifications | Rate per Item/Unit (inclusive of taxes) |
| 1. | Paper Ream A4 size (80&70g) | |
| 2. | Paper Ream legal size | |
| 3. | Uniball Signo (Black / Blue / Red) | |
| 4. | Uniball Eye Fine (Black / Blue) | |
| 5. | Ball Point Pen (Dollar Clipper) | |
| 6. | Lead Pencil (Dollar) | |
| 7. | Eraser (Fine Quality) | |
| 8. | Sharpener (Fine Quality) | |
| 9. | Steel Scale (Fine Quality) | |
| 10. | Highlighter (Multi color) (Fine Quality) | |
| 11. | Fluid / Whitener (Fine Quality) | |
| 12. | Gum Stick (Fine Quality) | |
| 13. | Dak Folder (Fine Quality) | |
| 14. | File Covers (as per sample) | |
| 15. | File tags (Fine Quality) | |
| 16. | Paper Pin (Fine Quality) | |
| 17. | Common Pin (Fine Quality) | |
| 18. | Thumb Pin (Fine Quality) | |
| 19. | Paper Clipper (Fine Quality) | |
| 20. | Stamp Pad (Fine Quality) | |
| 21. | Paper Punch (Single Hole) Heavy Duty (Fine Quality) | |
| 22. | Paper Punch (Double Hole) Heavy Duty (Fine Quality) | |
| 23. | Stapler (Heavy Duty) (Fine Quality) | |
| 24. | Simple Stapler (Fine Quality) | |

STATIONERY ARTICLES

| Sr. No. | Name of Items & Specifications | Rate per Item/Unit (inclusive of taxes) |
|---------|--|--|
| 25. | Stapler pin for simple stapler (Dollar) | |
| 26. | Stapler pin for (Heavy duty stapler) | |
| 27. | Pin opener (Fine Quality) | |
| 28. | Marker (Blue/Black) | |
| 29. | Paper for ACR (Pink/Yellow) | |
| 30. | Paper Cutter (Fine Quality) | |
| 31. | Register (File Movement/Diary/Dispatch) as per sample | |
| 32. | Scissors (Fine Quality) | |
| 33. | Flags 01" coloured fine quality (Orange, Yellow, Pink, Green) | |
| 34. | Envelope (Legal/A4/Standard) khaki colour | |
| 35. | File Flapper (Fine Quality) | |
| 36. | Scotch Tape 3" (Fine Quality) | |
| 37. | Binding Rope (Fine Quality) | |
| 38. | Office Stationery Desk Organizer | |



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